



The following documentation is an electronically-submitted vendor response to an advertised solicitation from the *West Virginia Purchasing Bulletin* within the Vendor Self-Service portal at ***wvOASIS.gov***. As part of the State of West Virginia's procurement process, and to maintain the transparency of the bid-opening process, this documentation submitted online is publicly posted by the West Virginia Purchasing Division at ***WVPurchasing.gov*** with any other vendor responses to this solicitation submitted to the Purchasing Division in hard copy format.

Header 2

 List View

General Information

Contact

Default Values

Discount

Document Information

Clarification Request

Procurement Folder: 2020855

Procurement Type: Statewide MA (Open End)

Vendor ID: VS0000047230 

Legal Name: Encode Inc

Alias/DBA: Encode Inc

Total Bid: \$1,932,320.00

Response Date: 09/23/2026 

Response Time: 10:24

Responded By User ID: encode712 

First Name: Ravitheja

Last Name: Gudla

Email: ravitheja.gudla@encodeinc.

Phone: 7036744565

SO Doc Code: CRFQ

SO Dept: 0231

SO Doc ID: OOT2700000006

Published Date: 9/16/26

Close Date: 9/23/26

Close Time: 13:30

Status: Closed

Solicitation Description: Addendum No 2 -Temporary Technical Staffing Services

Total of Header Attachments: 2

Total of All Attachments: 2



Department of Administration
Purchasing Division
2019 Washington Street East
Post Office Box 50130
Charleston, WV 25305-0130

State of West Virginia
Solicitation Response

Proc Folder: 2020855
Solicitation Description: Addendum No 2 -Temporary Technical Staffing Services
Proc Type: Statewide MA (Open End)

Solicitation Closes	Solicitation Response	Version
2026-09-23 13:30	SR 0231 ESR09232600000003058	1

VENDOR
VS0000047230
Encode Inc

Solicitation Number: CRFQ 0231 OOT2700000006
Total Bid: 1932320
Response Date: 2026-09-23
Response Time: 10:24:25
Comments:

FOR INFORMATION CONTACT THE BUYER
Toby L Welch
(304) 558-8802
toby.l.welch@wv.gov

Vendor
Signature X **FEIN#** **DATE**

All offers subject to all terms and conditions contained in this solicitation

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	Senior Web Application Analyst	2080.0000	HOUR	56.500000	117520.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Commodity Line Comments:

Extended Description:

Senior Web Application Analyst

Hours listed are estimates for evaluation purposes only and do not represent a guaranteed minimum or maximum. Actual usage may be more or less and is not guaranteed or implied.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
2	CRM Application Analyst	2080.0000	HOUR	61.100000	127088.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Commodity Line Comments:

Extended Description:

CRM Application Analyst

Hours listed are estimates for evaluation purposes only and do not represent a guaranteed minimum or maximum. Actual usage may be more or less and is not guaranteed or implied.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
3	Senior SQL Server Database Administrator	2080.0000	HOUR	79.500000	165360.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Commodity Line Comments:

Extended Description:

Senior SQL Server Database Administrator

Hours listed are estimates for evaluation purposes only and do not represent a guaranteed minimum or maximum. Actual usage may be more or less and is not guaranteed or implied.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
4	Business Analyst	2080.0000	HOUR	68.900000	143312.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Commodity Line Comments:

Extended Description:

Business Analyst

Hours listed are estimates for evaluation purposes only and do not represent a guaranteed minimum or maximum. Actual usage may be more or less and is not guaranteed or implied.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
5	Learning Management System & eLearning Development Specialis	2080.0000	HOUR	54.000000	112320.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Commodity Line Comments:

Extended Description:

Learning Management System & eLearning Development Specialist

Hours listed are estimates for evaluation purposes only and do not represent a guaranteed minimum or maximum. Actual usage may be more or less and is not guaranteed or implied.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
6	Cloud Financial Operations Specialist	2080.0000	HOUR	57.000000	118560.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Commodity Line Comments:

Extended Description:

Cloud Financial Operations Specialist

Hours listed are estimates for evaluation purposes only and do not represent a guaranteed minimum or maximum. Actual usage may be more or less and is not guaranteed or implied.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
7	Cloud Architect	2080.0000	HOUR	82.000000	170560.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Commodity Line Comments:

Extended Description:

Cloud Architect

Hours listed are estimates for evaluation purposes only and do not represent a guaranteed minimum or maximum. Actual usage may be more or less and is not guaranteed or implied.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
8	Cloud Security Professional	2080.0000	HOUR	72.000000	149760.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Commodity Line Comments:

Extended Description:

Cloud Security Professional

Hours listed are estimates for evaluation purposes only and do not represent a guaranteed minimum or maximum. Actual usage may be more or less and is not guaranteed or implied.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
9	Cloud Platform Engineer	2080.0000	HOUR	84.000000	174720.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Commodity Line Comments:**Extended Description:**

Cloud Platform Engineer

Hours listed are estimates for evaluation purposes only and do not represent a guaranteed minimum or maximum. Actual usage may be more or less and is not guaranteed or implied.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
10	Cloud Network Engineer	2080.0000	HOUR	72.000000	149760.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Commodity Line Comments:**Extended Description:**

Cloud Network Engineer

Hours listed are estimates for evaluation purposes only and do not represent a guaranteed minimum or maximum. Actual usage may be more or less and is not guaranteed or implied.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
11	Cloud Systems Management Engineer	2080.0000	HOUR	82.000000	170560.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Commodity Line Comments:**Extended Description:**

Cloud Systems Management Engineer

Hours listed are estimates for evaluation purposes only and do not represent a guaranteed minimum or maximum. Actual usage may be more or less and is not guaranteed or implied.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
12	Cloud Center of Excellence (CCOE) Implementation Spec	2080.0000	HOUR	85.000000	176800.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Commodity Line Comments:**Extended Description:**

Cloud Center of Excellence (CCOE) Implementation Specialist

Hours listed are estimates for evaluation purposes only and do not represent a guaranteed minimum or maximum. Actual usage may be more or less and is not guaranteed or implied.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
13	Mainframe Systems Programmer	2080.0000	HOUR	75.000000	156000.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Commodity Line Comments:**Extended Description:**

Mainframe Systems Programmer

Hours listed are estimates for evaluation purposes only and do not represent a guaranteed minimum or maximum. Actual usage may be more or less and is not guaranteed or implied.



Department of Administration
Purchasing Division
2019 Washington Street East
Post Office Box 50130
Charleston, WV 25305-0130

State of West Virginia
Centralized Request for Quote
Service - Prof

Proc Folder: 2020855			Reason for Modification: Addendum No 2 is issued to publish vendor questions with the agency's responses.
Doc Description: Addendum No 2 -Temporary Technical Staffing Services			
Proc Type: Statewide MA (Open End)			
Date Issued	Solicitation Closes	Solicitation No	Version
2026-09-16	2026-09-23 13:30	CRFQ 0231 OOT2700000006	3

BID RECEIVING LOCATION

BID CLERK
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION
2019 WASHINGTON ST E
CHARLESTON WV 25305
US

VENDOR

Vendor Customer Code: VS0000047230
Vendor Name : Encode Inc.
Address : 4400
Street : US Hwy 9, Suite 1000
City : Freehold
State : New Jersey (NJ) **Country :** United States (US) **Zip :** 07728
Principal Contact : Anmol Kapoor, Director
Vendor Contact Phone: (703) 637-7000 **Extension:** N/A

FOR INFORMATION CONTACT THE BUYER

Toby L Welch
(304) 558-8802
toby.l.welch@wv.gov

Vendor
Signature X

FEIN# 22-3522254

DATE 09/22/2026

All offers subject to all terms and conditions contained in this solicitation

ADDITIONAL INFORMATION
Addendum No 2 is issued for the following reasons: 1) To publish a copy of Vendor questions with the Agency's responses. --no other changes--

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV US		WV OFFICE OF TECHNOLOGY BLDG 5, 10TH FLOOR 1900 KANAWHA BLVD E CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Senior Web Application Analyst	2080.00000	hour	\$56.50	\$117,520.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Extended Description:
Senior Web Application Analyst

Hours listed are estimates for evaluation purposes only and do not represent a guaranteed minimum or maximum. Actual usage may be more or less and is not guaranteed or implied.

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV US		WV OFFICE OF TECHNOLOGY BLDG 5, 10TH FLOOR 1900 KANAWHA BLVD E CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	CRM Application Analyst	2080.00000	hour	\$61.10	\$127,088.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Extended Description:
CRM Application Analyst

Hours listed are estimates for evaluation purposes only and do not represent a guaranteed minimum or maximum. Actual usage may be more or less and is not guaranteed or implied.

INVOICE TO				SHIP TO			
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV US				WV OFFICE OF TECHNOLOGY BLDG 5, 10TH FLOOR 1900 KANAWHA BLVD E CHARLESTON WV US			

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	Senior SQL Server Database Administrator	2080.00000	HOURL	\$79.50	\$165,360.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Extended Description:
Senior SQL Server Database Administrator

Hours listed are estimates for evaluation purposes only and do not represent a guaranteed minimum or maximum. Actual usage may be more or less and is not guaranteed or implied.

INVOICE TO				SHIP TO			
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV US				WV OFFICE OF TECHNOLOGY BLDG 5, 10TH FLOOR 1900 KANAWHA BLVD E CHARLESTON WV US			

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	Business Analyst	2080.00000	HOURL	\$68.90	\$143,312.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Extended Description:
Business Analyst

Hours listed are estimates for evaluation purposes only and do not represent a guaranteed minimum or maximum. Actual usage may be more or less and is not guaranteed or implied.

INVOICE TO				SHIP TO			
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV US				WV OFFICE OF TECHNOLOGY BLDG 5, 10TH FLOOR 1900 KANAWHA BLVD E CHARLESTON WV US			

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
5	Learning Management System & eLearning Development Specialis	2080.00000	HOURL	\$54.00	\$112,320.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Extended Description:
Learning Management System & eLearning Development Specialist

Hours listed are estimates for evaluation purposes only and do not represent a guaranteed minimum or maximum. Actual usage may be more or less and is not guaranteed or implied.

INVOICE TO				SHIP TO			
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV US				WV OFFICE OF TECHNOLOGY BLDG 5, 10TH FLOOR 1900 KANAWHA BLVD E CHARLESTON WV US			

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
6	Cloud Financial Operations Specialist	2080.00000	HOURL	\$57.00	\$118,560.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Extended Description:
Cloud Financial Operations Specialist

Hours listed are estimates for evaluation purposes only and do not represent a guaranteed minimum or maximum. Actual usage may be more or less and is not guaranteed or implied.

INVOICE TO				SHIP TO			
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV US				WV OFFICE OF TECHNOLOGY BLDG 5, 10TH FLOOR 1900 KANAWHA BLVD E CHARLESTON WV US			

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
7	Cloud Architect	2080.00000	hour	\$82.00	\$170,560.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Extended Description:

Cloud Architect

Hours listed are estimates for evaluation purposes only and do not represent a guaranteed minimum or maximum. Actual usage may be more or less and is not guaranteed or implied.

INVOICE TO				SHIP TO			
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV US				WV OFFICE OF TECHNOLOGY BLDG 5, 10TH FLOOR 1900 KANAWHA BLVD E CHARLESTON WV US			

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
8	Cloud Security Professional	2080.00000	hour	\$72.00	\$ 0.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Extended Description:

Cloud Security Professional

Hours listed are estimates for evaluation purposes only and do not represent a guaranteed minimum or maximum. Actual usage may be more or less and is not guaranteed or implied.

INVOICE TO				SHIP TO			
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV US				WV OFFICE OF TECHNOLOGY BLDG 5, 10TH FLOOR 1900 KANAWHA BLVD E CHARLESTON WV US			

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
9	Cloud Platform Engineer	2080.00000	hour	\$84.00	\$174,720.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Extended Description:
Cloud Platform Engineer

Hours listed are estimates for evaluation purposes only and do not represent a guaranteed minimum or maximum. Actual usage may be more or less and is not guaranteed or implied.

INVOICE TO				SHIP TO			
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV US				WV OFFICE OF TECHNOLOGY BLDG 5, 10TH FLOOR 1900 KANAWHA BLVD E CHARLESTON WV US			

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
10	Cloud Network Engineer	2080.00000	hour	\$72.00	\$149,760.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Extended Description:
Cloud Network Engineer

Hours listed are estimates for evaluation purposes only and do not represent a guaranteed minimum or maximum. Actual usage may be more or less and is not guaranteed or implied.

INVOICE TO				SHIP TO			
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV US				WV OFFICE OF TECHNOLOGY BLDG 5, 10TH FLOOR 1900 KANAWHA BLVD E CHARLESTON WV US			

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
11	Cloud Systems Management Engineer	2080.00000	HOURL	\$82.00	\$170,560.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Extended Description:
Cloud Systems Management Engineer

Hours listed are estimates for evaluation purposes only and do not represent a guaranteed minimum or maximum. Actual usage may be more or less and is not guaranteed or implied.

INVOICE TO				SHIP TO			
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV US				WV OFFICE OF TECHNOLOGY BLDG 5, 10TH FLOOR 1900 KANAWHA BLVD E CHARLESTON WV US			

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
12	Cloud Center of Excellence (CCOE) Implementation Spec	2080.00000	HOURL	\$85.00	\$176,800.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Extended Description:
Cloud Center of Excellence (CCOE) Implementation Specialist

Hours listed are estimates for evaluation purposes only and do not represent a guaranteed minimum or maximum. Actual usage may be more or less and is not guaranteed or implied.

INVOICE TO				SHIP TO			
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV US				WV OFFICE OF TECHNOLOGY BLDG 5, 10TH FLOOR 1900 KANAWHA BLVD E CHARLESTON WV US			

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
13	Mainframe Systems Programmer	2080.00000	HOURL	\$75.00	\$156,000.00

Comm Code	Manufacturer	Specification	Model #
81110000			

Extended Description:
Mainframe Systems Programmer

Hours listed are estimates for evaluation purposes only and do not represent a guaranteed minimum or maximum. Actual usage may be more or less and is not guaranteed or implied.

SCHEDULE OF EVENTS		
<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	Questions are due by 3:00 p.m.	2026-09-04

	Document Phase	Document Description	Page 9
OOT2700000006	Final	Addendum No 2 -Temporary Technical Staffing Services	

ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions



Encode Response
To
Temporary Technical Staffing Services
For
State of West Virginia
Department of Administration, Purchasing Division
In Response to Centralized Request for Quote: CRFQ 0231
OOT2700000006

Wednesday, September 23, 2026 at 1:30 PM ET

Submitted by:



Encode Inc.

4400 US Hwy 9, Suite 1000

Freehold NJ 07728

Website: www.encodeinc.com

Point of Contact: Anmol Kapoor (Director)

Phone: (703)-637-7000

E-mail: anmol.kapoor@encodeinc.com

CAGE Code: 1WYM0

DUNS: 090744319

TIN: 22-3522254

Facility Clearance: Top Secret Facility Clearance

Business Size: Large Business (Minority Owned Business Enterprise)

All rights reserved © 2026 Encode Inc.



Cover Letter

September 23, 2026

State of West Virginia | Department of Administration – Purchasing Division

2019 Washington Street East

Charleston, WV 25305

**RE: Encode Inc. Response to Centralized Request for Quote (CRFQ): 0231 OOT2700000006
— Temporary Technical Staffing Services**

Dear Mr. Welch,

Encode Inc. is pleased to submit our response to the State of West Virginia, Department of Administration, Purchasing Division, for **CRFQ 0231 OOT2700000006 – Temporary Technical Staffing Services**, issued on behalf of the West Virginia Office of Technology (WVOT).

We understand that WVOT requires qualified technical personnel on an as-needed basis across the classifications identified in the solicitation. Encode will support these requirements through a structured staffing process focused on qualification accuracy, responsiveness, and continuing assignment support.

Our approach will include:

- **Requirement review:** Review each staffing request against the specific experience, education, technical, and competency requirements of the applicable WVOT classification.
- **Targeted sourcing:** Align recruiting resources to the requested technical discipline and identify candidates whose backgrounds match the stated requirements.
- **Qualification verification:** Review candidate experience and supporting documentation before presentation and provide the required résumé and qualification information with each candidate submission.
- **Candidate coordination and Onboarding assignment support:** Manage candidate communication, availability confirmation, interview coordination, and selection support. Coordinate onboarding and maintain communication with assigned personnel and the State throughout each engagement.
- **Knowledge transfer support:** Ensure assigned personnel understand applicable expectations for collaboration, mentorship, technical training, and structured shadowing.
- **Ongoing responsiveness:** Maintain recruiting and account-management support throughout the contract term as State staffing requirements arise.

Encode has included the applicable vendor qualification information and completed State Pricing Pages with our response. We confirm our commitment to comply with the requirements, specifications, and terms and conditions of the solicitation and acknowledge all addenda and clarifications issued by the State.

Anmol Kapoor, Director, will serve as Encode's primary point of contact for this response and the resulting contract.



Should you require any additional information or clarification regarding our response, please feel free to contact me directly at the phone number or email address listed below. We look forward to the possibility of working with the State of West Virginia and contributing to the ongoing success of your programs and initiatives.

Respectfully,

A handwritten signature in black ink, appearing to read "Anmol Kapoor".

Anmol Kapoor | Director

Encode Inc.

Phone: 703-637-7000

Email: anmol.kapoor@encodeinc.com



TABLE OF CONTENTS

1. Executive Summary.....	1
2. Understanding Of The RFQ / Scope Of Work	3
3. Pricing.....	4
4. Designated Contact And Certification.....	6



1. Executive Summary

Encode Inc. brings more than **29 years of experience** delivering temporary staffing, staff augmentation, recruiting, onboarding, workforce administration, and information technology staffing services across public-sector and regulated environments. Established in 1997, our organization combines national recruiting reach with established delivery processes and experienced contract leadership. Our current delivery infrastructure includes more than **5,000 personnel, 25 U.S. offices, operations in 16 countries, and access to approximately 25 million pre-qualified candidate profiles.**

For the West Virginia Office of Technology, that scale is relevant because the requirement is not limited to a single technology discipline or a fixed project team. WVOT requires access to specialized technical professionals whose qualifications must correspond to defined position requirements as staffing needs arise. Encode's role will therefore be to convert each State requirement into a targeted recruiting and qualification effort, identify professionals whose documented backgrounds align with the requested classification, and support those individuals through candidate presentation, onboarding, assignment administration, and continued contract support. This approach is already reflected in our staffing model, which emphasizes requirement review, targeted sourcing, qualification assessment, placement coordination, and continuing assignment support rather than treating technical staffing as a résumé-submission exercise.

Relevant Public-Sector Staffing Experience

Encode's experience includes sustained delivery of technical and professional staffing services for public-sector organizations with recurring and varied workforce requirements.

Since **April 2019**, Encode has supported **Gwinnett County, Georgia**, through an ongoing contracting support and professional staffing engagement spanning information technology, project management, systems administration, business analysis, administrative, and related professional requirements. More than **130 placements** have been supported under this engagement, including Network Analysts, IT Project Managers, SOC Analysts, System Administrators, IT Administrators, Systems Analysts, Disaster Recovery Coordinators, Business Systems Analysts, Desktop Support Analysts, Senior Technical Writers, and Project Coordinators. Our responsibilities include reviewing staffing requirements, sourcing and assessing candidates, coordinating placement and onboarding, administering active assignments, and supporting replacement requirements.

Encode also provides statewide staffing support to the **Commonwealth of Massachusetts Executive Office of Health and Human Services** under Statewide Contract ITS77. This engagement has been active since **September 2016** and includes recurring short- and long-term IT and non-IT staffing requirements. The work has included information technology professionals, business and systems analysts, project managers and coordinators, data and reporting professionals, systems-support personnel, administrative professionals, and other specialized consultants. More than **140 positions** have been filled under this engagement.

These engagements demonstrate the type of sustained public-sector staffing capability relevant to WVOT: recurring requirements, multiple technical disciplines, documented candidate qualification, placement coordination, workforce administration, and continued support after a resource has been placed.



Delivery Strengths for WVOT

Encode's ability to support this contract is built around several established capabilities:

- **Recruiting depth and reach** supported by more than 5,000 personnel, 25 U.S. offices, operations in 16 countries, and a candidate pool of approximately 25 million profiles.
- **Documented public-sector IT staffing performance** through long-running engagements with organizations such as Gwinnett County and the Commonwealth of Massachusetts.
- **Classification-focused candidate qualification**, allowing recruiting resources to be aligned to the technical discipline and requirements of each staffing request.
- **Defined contract leadership and accountability**, supported by experienced client-management and executive oversight.
- **Established quality and service-management practices** supported by ISO and CMMI frameworks.

Our recruiting and delivery operations are supported by **ISO 9001:2015, ISO 14001:2015, ISO 20000:2018, ISO 27001:2022, and CMMI Level 3 practices**. These frameworks support repeatable processes across candidate qualification, documentation, workforce administration, service management, and information handling. For a contract involving technical professionals who may support State systems and programs, these controls provide an established operating foundation for consistent staffing delivery.

Accountable Contract Leadership

Encode will maintain clear management accountability throughout the engagement. **Anmol Kapoor, Director**, brings more than **12 years of client-management and business-development experience**, including more than six years supporting government contracting services nationwide. His documented experience includes government staffing coordination, candidate sourcing and tracking, background and employment verification, onboarding, contract administration, client communication, reporting, and staffing-performance management.

Executive oversight is supported by **Prashant Arni, Chief Executive Officer**, who brings more than **24 years of experience** in contingent staffing, workforce delivery, account management, client relationships, and staffing-program operations. His experience includes oversight of staffing programs involving multiple skill categories, locations, staffing volumes, assignment durations, onboarding requirements, contract performance, and client-service management. Together, this leadership structure provides day-to-day accountability supported by senior executive oversight and access to recruiting, compliance, payroll, and administrative resources as required.

Commitment to WVOT

For WVOT, Encode will focus on providing technical professionals whose documented experience and qualifications align with the State's specific requirements while maintaining dependable communication and continuing assignment support. Recruiting resources will be aligned to the discipline of each request, candidates will be reviewed against the applicable qualifications before presentation, and selected personnel will remain supported through onboarding and assignment administration. Where assignments include mentorship, technical training, or structured shadowing, Encode will support the State's expectation that technical resources contribute not only through task performance but also through effective collaboration and knowledge transfer.



Encode offers WVOT a combination of **long-standing staffing experience, substantial recruiting infrastructure, demonstrated public-sector IT staffing performance, experienced contract leadership, and established quality-management processes**. Our objective is straightforward: provide qualified technical professionals when required, maintain accountability throughout each assignment, and support WVOT and participating State agencies with dependable temporary technical staffing services.

We believe this combination of organizational scale, demonstrated public-sector performance, technical recruiting capability, and accountable contract management positions Encode to provide consistent and responsive support throughout the resulting contract.

2. Understanding Of The RFQ / Scope Of Work

Encode Inc. understands that the West Virginia Purchasing Division, on behalf of the **West Virginia Office of Technology (WVOT)**, is establishing multiple open-end contracts for temporary technical staffing services. The objective is to provide WVOT and other State agencies with access to specialized technical professionals who can supplement existing resources and support the development, maintenance, and enhancement of State computer systems and enterprise applications.

WVOT supports a diverse technology environment that includes **legacy mainframe, client-server, cloud, and modern web applications**. The RFQ is therefore not seeking general IT labor alone; it requires personnel with defined technical backgrounds that correspond directly to the State's individual staffing needs. The 13 classifications cover application development and analysis, database administration, business analysis, learning-management systems, cloud financial operations, cloud architecture and security, platform/network/systems engineering, Cloud Center of Excellence implementation, and mainframe systems programming.

Our Understanding of the Contract Requirements

- **Classification-specific qualification is fundamental.** Each requested position has its own mandatory education, experience, platform, technology, and competency requirements. Candidates must therefore be evaluated against the exact requirements of the classification being requested rather than against a general IT staffing profile.
- **Candidate submissions must be supported by documentation.** When candidates are presented to the Agency, the successful vendor must provide the required qualification information, including a **current résumé and completed qualification documentation**. Résumés must identify the candidate's relevant qualifications, and copies must be provided to verify required degrees where applicable.
- **Technical delivery includes knowledge transfer.** Contracted personnel are expected not only to perform their assigned technical responsibilities but also to provide **professional mentorship, technical training, and structured shadowing opportunities** to State analysts. WVOT expressly connects these activities to the long-term support and sustainability of the State's IT infrastructure.
- **The contract is demand-driven and requires continuing responsiveness.** Staffing will be requested by the Agency as needs arise, and individual assignments may be established for specified periods and quantities of hours through delivery orders. The RFQ also states that



consistent failure to fulfil staffing requests or respond to Agency requests may be grounds for cancellation of the vendor's contract.

- **Service capability must extend beyond a single location.** While most requested services are expected within the **metropolitan Charleston, West Virginia area**, end-user agencies may be located anywhere within West Virginia and may request services statewide during the life of the contract.
- **Vendor experience must be demonstrable.** The RFQ requires vendors to have at least **five years of experience providing similar information technology services** and to be capable of documenting staffing experience involving at least **six individuals within the listed classifications during the preceding five years**. The supporting documentation must identify the relevant classification, demonstrate that the individual met its requirements, identify the entity where the individual was supplied, and provide contact information. This evidence is required prior to award, although bidders may include it with their bid.

What This Means for Successful Performance

1. Encode understands that successful performance under this contract will depend on more than identifying technically capable candidates. It requires a staffing process that begins with the **specific WVOT classification and its mandatory requirements**, verifies the proposed individual against those requirements, provides the required supporting documentation, and maintains responsiveness throughout the resulting assignment.
2. The State's requirements also place importance on the ability of assigned personnel to work effectively with existing State teams. Technical capability must be accompanied by communication skills, professional collaboration, and the ability to transfer knowledge through mentorship, training, and shadowing where required. This is particularly important given the range of environments covered by the RFQ, from modern cloud infrastructure and application platforms to established mainframe technologies.
3. Accordingly, Encode's understanding of **CRFQ 0231 OOT2700000006** is that WVOT requires a dependable source of specialized technical professionals who can be supplied as needs arise, meet the exact qualifications of the requested classification, support State technology initiatives effectively, contribute to knowledge transfer, and remain backed by a vendor capable of consistent and responsive staffing support throughout the contract term.

Candidate Delivery Framework

Encode understands that each staffing request begins with the specific classification and its mandatory qualifications. Candidate sourcing and review must therefore be driven by those requirements. Before presentation to the Agency, the proposed individual must be evaluated against the applicable experience, education, and technical criteria, and the required résumé and qualification documentation must accompany the candidate response. Once selected, the resource must be capable of performing the assigned technical responsibilities while supporting the collaboration and knowledge-transfer expectations established by WVOT.

3. Pricing

Encode Inc. has completed the **State of West Virginia Pricing Pages** provided for CRFQ 0231 OOT2700000006. The completed State pricing form is submitted as part of this response and



contains our proposed hourly rates for all **13 technical classifications** identified by WVOT. The State form uses an estimated **2,080 hours per classification** for evaluation purposes, while expressly stating that these quantities do not represent a guaranteed minimum or maximum level of usage.

Pricing Approach

Our pricing has been developed to provide WVOT with clear, fully loaded hourly bill rates for each technical classification. Each proposed rate incorporates the costs associated with supplying and supporting the applicable resource, including the employment-related and administrative cost components required by the RFQ.

Accordingly, the rates shown on the State Pricing Pages include:

- Applicable payroll and employment-related taxes;
- Unemployment and workers' compensation costs;
- Required insurance-related costs;
- Candidate fringe costs;
- Vendor overhead and administrative costs;
- Travel expenses required to be incorporated into the hourly rate; and
- Encode's **standard 30% markup applied to the underlying candidate pay rate.**

The resulting amount shown under **Unit Price** on the State form represents the complete proposed hourly bill rate for the applicable classification. No separate breakdown of candidate pay rate and markup is presented on the official State Pricing Pages because the State form requires the proposed hourly rate and corresponding extended total. The RFQ requires the successful vendor's hourly rates to include the applicable cost components rather than treating those items as separate charges.

Evaluation Pricing

Encode has provided pricing for **all 13 classifications** listed on the State form. The extended amounts have been calculated using the State-provided quantity of 2,080 hours for each classification. The completed pricing schedule results in an **overall evaluation total of \$1,932,320.00.**

The State's pricing pages include rates for positions ranging from Senior Web Application Analyst and CRM Application Analyst through Cloud Architecture, Cloud Security, Cloud Engineering, and Mainframe Systems Programming.

Completed State Pricing Form

The **completed State of West Virginia Pricing Pages are attached to and incorporated into this response.** Those pages constitute Encode's official proposed pricing for CRFQ 0231 OOT2700000006.



4. Designated Contact And Certification

DESIGNATED CONTACT: Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to this Contract.

(Printed Name and Title) Anmol Kapoor, Director

(Address) 4400 US Hwy 9, Suite 1000, Freehold, NJ 07728

(Phone Number) / (Fax Number) (703) 637-7000 / (703) 935-0339

(email address) anmol.kapoor@encodeinc.com

CERTIFICATION AND SIGNATURE: By signing below, or submitting documentation through wvOASIS, I certify that: I have reviewed this Solicitation/Contract in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation/Contract for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or proposal for review and consideration; that this bid or offer was made without prior understanding, agreement, or connection with any entity submitting a bid or offer for the same material, supplies, equipment or services; that this bid or offer is in all respects fair and without collusion or fraud; that this Contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity that could be considered a violation of law; that I am authorized by the Vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on Vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration.

By signing below, I further certify that I understand this Contract is subject to the provisions of West Virginia Code § 5A-3-62, which automatically voids certain contract clauses that violate State law; and that pursuant to W. Va. Code 5A-3-63, the entity entering into this contract is prohibited from engaging in a boycott against Israel.

Encode Inc.

(Company) 

(Signature of Authorized Representative)

Anmol Kapoor, Director

(Printed Name and Title of Authorized Representative) (Date)

(703) 637-7000 / (703) 935-0339 09/23/2026

(Phone Number) (Fax Number)

anmol.kapoor@encodeinc.com

(Email Address)

Revised 8/24/2023